



General Certificate of Secondary Education

Business & Communication Systems 3126

3126/2F Paper 2 Foundation Tier

Mark Scheme

2005 examination – June series

Mark schemes are prepared by the Principal Examiner and considered, together with the relevant questions, by a panel of subject teachers. This mark scheme includes any amendments made at the standardisation meeting attended by all examiners and is the scheme which was used by them in this examination. The standardisation meeting ensures that the mark scheme covers the candidates' responses to questions and that every examiner understands and applies it in the same correct way. As preparation for the standardisation meeting each examiner analyses a number of candidates' scripts: alternative answers not already covered by the mark scheme are discussed at the meeting and legislated for. If, after this meeting, examiners encounter unusual answers which have not been discussed at the meeting they are required to refer these to the Principal Examiner.

It must be stressed that a mark scheme is a working document, in many cases further developed and expanded on the basis of candidates' reactions to a particular paper. Assumptions about future mark schemes on the basis of one year's document should be avoided; whilst the guiding principles of assessment remain constant, details will change, depending on the content of a particular examination paper.

Foundation Tier – Controlled Test (3126/2F)

The award (or non-award) of the positive marks for an item may be shown on the candidate's script by means of a tick (or a cross) in the appropriate place on the script. The value of the positive mark(s) awarded must be recorded in the right hand margin **in the order in which they occur in the mark scheme**. There is no need to annotate the script in full to show which marks have been awarded.

Task One - Flyer**Total for this task: 19 marks**

(a)

Errors corrected – hold/held (1), quality/quality (1), shon/shown (1), you/your (1). 4

Font (1), size (1). 2

Relevant clip art inserted (1). 1

(b)

Make two changes to the flyer to make it look more effective, eg embolden, underline text, use border, shading. 2

(c)

Complete the headings of the memo: To Laura Andrews (1), From the Candidate (1), Date test taken (1), Subject eg Changing the flyer (1). 4

Changes identified from (b) using correct terminology (2 x 1). 2

Resulting improvement identified (1), eg Looks more interesting, Text is easier to read, and then explained (1), eg because the font is more exciting, because the size is bigger. 2

As above for improvement resulting from second change. 2

Task Two – Letter composition

Total for this task: 15 marks

(a)

Set letter out correctly. Correct details: date (1), addressee (1), address (1), salutation (1), complementary close (1) and signatory (1). Correct layout: all parts in correct place (1), lines left justified (1), correct line spacing (1), open punctuation (1).

10

<p>GOING AWAY 29 Winchester Road Yalding Somerset TN31 7HT</p>
<p>16 May 2005</p>
<p>Mrs A Fisher 13 Hollywell Road Yalding Somerset TN31 9LQ</p>
<p>Dear Mrs Fisher</p>
<p>Text</p>
<p>Yours sincerely</p>
<p>Nicola Brooks</p>

(b)

Sentence, or part of sentence, thanking Mrs Fisher; correct spelling, punctuation and grammar.

1

(c)

Correct flight identified, Air USA (1). Reasons - cheapest (1) direct flight (1).

3

(d)

Sentence, or part of sentence, suggesting she contacts Nicola Brooks; correct spelling, punctuation and grammar.

1

Task Three - Database**Total for this question: 12 marks**

(a)

Recall database file.

(b)

Mrs Fisher's data added: 12 (1) Mrs (1) A (1) Fisher (1) 58 (1) Los Angeles (1) June (1)
FL (1)**8**

(c)

Sorted by age (1) in descending (1) order.

2

(d)

Print file.

2	Miss	W R	Blakey	58	Mediterranean	June	CR
12	Mrs	A	Fisher	58	Los Angeles	June	FL
8	Mr	A L	Walton	47	Paris	April	CB
7	Mr	R J	Smith	44	Balearic Islands	August	BH
10	Mrs	P	Land	41	Ireland	May	AC
4	Mr	F P	Hankins	35	Greece	July	BH
9	Mr	A C	Lawrence	34	Turkey	July	BH
6	Mrs	E	Langer	29	Cyprus	July	BH
11	Mrs	T L	Hawes	29	Portugal	August	BH
5	Mr	E W	Langer	27	Cyprus	July	BH
3	Mr	J E	Fiddy	23	Paris	October	CB
1	Miss	M	Phelge	19	Canary Islands	July	BH

(e)

Search for beach holiday customers (1).

1

(f)

Printed showing all field headings.

1

ID	Title	Initial	Name	Age	Destination	Month	Hol type
7	Mr	R J	Smith	44	Balearic Islands	August	BH
4	Mr	F P	Hankins	35	Greece	July	BH
9	Mr	A C	Lawrence	34	Turkey	July	BH
6	Mrs	E	Langer	29	Cyprus	July	BH
11	Mrs	T L	Hawes	29	Portugal	August	BH
5	Mr	E W	Langer	27	Cyprus	July	BH
1	Miss	M	Phelge	19	Canary Islands	July	BH

Task Four – Developing the database

Total for this question: 14 marks

(a)

Memo headings completed: To: Laura Andrews, From: The Candidate, Date: Date test taken, Subject: - any title. **1**

Unique numbers enable each booking to be identified (1) and easily found (1). Easy to confuse E W Langer and E Langer (1) as records very similar (1), eg both booked for same month (1). **5**

(b)

Number of fields added; 4/5, ie usually 1 field per line of address (3), 2/3 fields added (2), 1 field added (1).

Field headings used; 3 or more appropriate headings (2), fewer (1). Examples could include, add 1 etc, Road, Town, County, Postcode. **5**

Mrs Fisher's address details entered. 3 or more correct entries (2), fewer (1).

Mrs A Fisher
13 Hollywell Road
Yalding
Somerset
TN31 9LQ **2**

File printed with extra field headings. **1**

Task Five – Spreadsheet and bar chart**Total for this question: 27 marks**

(a)

Prices for July and September entered. No mistakes (2), one mistake (1). 2

Correct formulae used to calculate Total price for one adult in July and September.
Cell ref correct (1), other details correct for July (1), all correct for Sept (1). 3

Complete Number of adults row (1) and calculate Total price of holiday. Cell ref correct (1),
other details correct (1) for July. All correct for Sept (1). 4

Correct figures formatted; not including entries in Number of adults row (1), £ sign (1),
two decimal places (1). 3

Printed, if gridlines shown (1). 1

City break calculator		
	July	September
Journey	£70.00	£60.00
Room – one night	£60.00	£50.00
Excursions	£25.00	£25.00
Total price for one adult	£155.00	£135.00
Number of adults	2	2
Total price of holiday	£310.00	£270.00

(b)

Row inserted for Room – extra for second night (1), correct data inserted in row (1). 2

Correct re-calculations for Total price for one adult and Total price of holiday for both months;
4 cells (4 x 1). 4

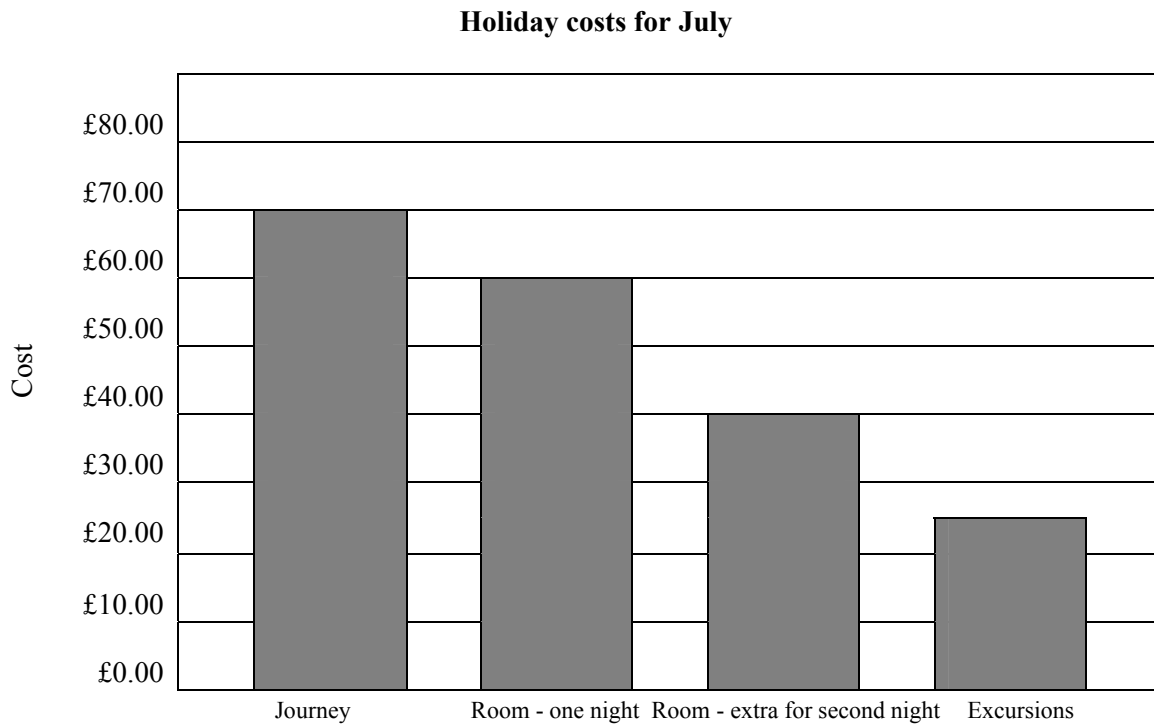
Print spreadsheet showing formulae. 1

City break calculator		
	July	September
Journey	70	60
Room – one night	60	50
Room – extra for second night	40	40
Excursions	25	25
Total price for one adult	=SUM(B4:B7)	=SUM(C4:C7)
Number of adults	2	2
Total price of holiday	=B9*B10	=C9*C10

(c)

Create bar chart to show the July data for Journey, Room - one night, Room — extra for second night and Excursions. Correct chart type (1). All correct values charted (1). 2

Chart title (1) appropriately worded (1) (see below). Y axis title (1) appropriately worded (1) (see below). All columns labelled (1). 5



Task Six - Comments**Total for this question: 13 marks**

(a)

State and explain two advantages of spreadsheet in Task 5. Simple statement (1), eg neat presentation, with further details (1), because information in columns, and supporting example from sheet (1), eg with separate columns for July and September. Look for two advantages and repeat mark scheme.

6

Advantage of chart. Simple statement (1), eg some people don't understand numbers, with further details (1), eg chart shows it visually.

Disadvantage. Simple statement (1), eg takes more time, with further details (1), eg have to go through 4 stages to set up chart .

4

(b)

Quality of Written Communication**Level 1**

Basic command of grammar and spelling, few, if any specialist terms.

(1)

Reasonable command of grammar and spelling, some use of specialist terms.

(2)

Good command of grammar and spelling, good use of specialist terms.

(3)**3**